

Progress Reports

Format

- 1 *Organization Title*
- 2 *Project Title*
- 3 *Award Number*
- 4 *Report Period*
- 5 *Introduction*-a brief summary of the project
- 6 *Purpose*-detail the objectives of the project
- 7 *Approach*-describe the work that has been performed
- 8 *Results*-the actual accomplishments to date
- 9 *Evaluation*-describe the extent to which the project goals and objectives have been attained
- 10 *Changes/Problems Encountered*-outline any problems or programmatic changes

that have been made to the project Reports should not be more than 5 pages, double-sided.

Deadlines

You are required to submit two semi-annual progress reports and a comprehensive report. The first semi-annual report is due 7 months into your project period, the second is due 13 months into your project period. The comprehensive is due 3 months after your project period ends.

Submission

You can email or mail progress reports to Divina Corpuz at: NOAA Pacific Services Center
737 Bishop Street, Suite 2250 Honolulu, Hawai'i 96813

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